



## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov). To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).*

**Location: Veterans Home of California – Yountville  
110 California Drive, Yountville, CA 94599**

**Office Technician (T) (1139)  
Full-Time, Permanent  
Ambulatory Care Services  
\$2686.00-\$3264.00 per Month  
Final File: April 22, 2009**

*(Includes a compensation benefits package)*

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Under the supervision of the Chief of Ambulatory Care Services, the Office Technician provides clerical support to Chief of Ambulatory Care Services. The duties and responsibilities associated with this position require a high level of clerical skills, initiative, independence of action and good judgment. Desired Qualifications: Strong computer skills with Access, Word and Excel experience; Ability to plan and organize information; excellent attendance and positive attitude. The predominate duties include the following; but are not limited to:

- Independently, or with minimal direction, compose correspondence regarding meeting notices, report submittals, and general requests for health care program information using Word Software and or/other departmentally approved software programs. Collect data, type reports, letters, and memorandums, as assigned. Assist in the development and preparation of complex and sensitive correspondence and reports. Reviews reports, correspondence, memos, and analyses for accuracy, format, and grammar prior to delivery to upper management.
- The incumbent answers phones, responds to inquiries, directs calls to appropriate staff, maintains and tracks correspondence; type's letters memos and other documents. Process documents for approval and signature; track and follow-up on documents in the approval and signature process to ensure that established due dates are met. Manages the Ambulatory Care Clinic MD leave calendars, timekeeping, and attendance reporting. Researches equipment needs, and arranges installation. Prepares Intra Office Requisition VHOC Form 5; responsible for department's supply and form orders utilizing state procedures.
- Research policies, statutes, and regulations; utilizing the California Code of Regulations and the Federal Register. Create, organize, and provide technical assistance in administrative matters, preparing and typing documents relating to the management of paperwork flow, making sure of compliance with departmental policies.
- Attends meetings and takes meeting minutes; prepares agendas for meetings; arranges meetings, including scheduling participants and meeting rooms; ensures appropriate documents are available for meetings and provides administrative support; track and provide follow-up on documents to ensure due dates are met.
- Other duties and required.

### Desirable qualifications:

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

### Knowledge and Abilities

Typing certificate 40 wpm

### Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

### Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Office Technician (Typing) or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

### To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), typing certificate and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) OR [www.spb.ca.gov](http://www.spb.ca.gov) for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release Date: April 9, 2009